

RFP DGS-2034
TELECOMMUNICATIONS CONSULTING SERVICES

SECTION I

INTRODUCTION AND OVERVIEW OF REQUIREMENTS

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to offer qualified telecommunications consultants an opportunity to provide services to the State of California. This RFP is to establish Telecommunications Consulting Services Contracts effective February 9, 2003 and extending through February 8, 2010, with two (2) optional one (1) year extensions. New contract and project conversion requirements for existing consulting firms are identified in Section IV. The resulting contract(s) will be administered by the Department of General Services, Telecommunications Division (DGS-TD) to augment their existing expertise as agency workflow may fluctuate. Additional firms may qualify during the term of the contract through the new Evergreen feature also identified in Section IV. The following broad classifications of telecommunications consulting services are included in this RFP:

- Voice/Data/Video - including customer-premise and network-switched systems;
- Radio - consisting of terrestrial microwave plus trunked radio, fixed-base, and mobile systems;
- Other Consulting - in a number of technology management areas, and electrical and structural engineering.

This competitive procurement will be conducted in 2 steps consisting of draft and final proposals. There will be no bidders' conference, and bidder confidential discussions will only be scheduled if needed following DGS's receipt and evaluation of all draft proposals. DGS staff will evaluate the bids. Responses to this RFP will be evaluated based on the total bid, and award, if made, will be to one (1) or more successful bidders in each of the 18 defined consulting categories. This procurement of services does not involve any acquisition of goods, and no resulting transaction may be financed.

This RFP is available electronically on the DGS-TD home page at ***www.td.dgs.ca.gov*** as a convenience to bidders. RFP notification letters and all addendums will be distributed by the Procurement Division Official, (refer to RFP Section I E).

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B. SCOPE OF THE RFP

This RFP is being conducted under the policies developed by the Department of Information Technology and procedures developed by the Department of General Services as provided under Public Contract Code Section 12102 *et seq* as well as Government Code Section 4525 - 4529.5. This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested bidders. The format for submitting proposal information and the material to be included therein follows. This RFP also addresses the requirements that bidder's must meet to be eligible for consideration and identifies bidder's responsibilities before and after completion of services.

This procurement will follow a phased approach designed to increase the likelihood that Final Bids will be received without disqualifying defects. The submission of Draft Bids will (1) ensure that the bidder's clearly understand the state's requirements before attempting to develop their final solutions; (2) ensure that the state clearly understands what each bidder intends to propose before those proposals are finalized; and (3) give the state and each bidder the opportunity to discuss weaknesses or potentially unacceptable elements of a bidder's proposal and give the bidder the opportunity to modify its proposal to correct such problems. Specific information regarding such steps is found in the **Section II, Rules Governing Competition**, as well as **Section V, Proposal Format**, and **Section VI, Proposal Evaluation**.

Please note regarding the Final Bid: The evaluation of this RFP's Final Bid will be a two-step process; (step 1) the evaluation and scoring of the non-cost requirements of the proposal must be completed, then (step 2) the cost proposals of qualifying bidders will be opened and evaluated in accordance with the COST section of this RFP. The actual cost figures shall be submitted in a separate sealed envelope labeled "Cost Proposal for RFP DGS-2034." This process will be abbreviated to one (1) step for the evaluation of the Draft Bid, which cannot contain any actual cost figures.

Note that this RFP is organized differently than other RFPs issued by the state. Some sections of the RFP are formatted to be "round-trip" documents, i.e., to allow a bidder to respond directly by removing the entire section of the RFP, filling in blanks as appropriate for the categories proposed, copying and completing exhibit forms as appropriate for the categories proposed, and returning this entire section as part of the bidder's Draft and Final Bids. Any section of the RFP intended to be "round-trip" document is clearly marked with this notice; and each includes in the lower left-hand corner of each page an indication of where (i.e., in which volume and section) the document should be submitted in the bidder's Draft and Final bids.

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C. BIDDER ADMONISHMENT

If a bidder expects to be afforded the benefits of the steps included in this RFP, the bidder must take the responsibility to:

- carefully read the entire RFP;
- if clarification is necessary, ask appropriate questions in a timely manner;
- submit all required responses, complete to the best of his/her ability, by the required dates/times;
- make sure that all procedures and requirements of the RFP are accurately followed and appropriately addressed; and
- Carefully re-read the entire RFP before submitting each step of the bid.

D. KEY ACTION DATES

Listed in **Exhibit I-A** are the dates and times by which important actions must be taken or completed. If the state finds it necessary to change any of these dates, it will be accomplished by addendum to this RFP.

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E. PROCUREMENT DIVISION OFFICIAL

The Department of General Services, Procurement Division official for this procurement and the mailing address to send bids, questions, or copies of protests is:

Reggie Banks
Department of General Services
Procurement Division
707 3rd Street 2nd Floor
West Sacramento, CA 95605
(916) 375-4492
fax: (916) 375-4490
e-mail: reggie.banks@dgs.ca.gov

F. TELECOMMUNICATIONS DIVISION CONTACT

The Department of General Services, Telecommunications Division contact for information is:

Bill Case
Department of General Services
Telecommunications Division
601 Sequoia Pacific Blvd.
Sacramento, CA 95814
tel: (916) 657-9974
fax: (916) 657-9129
e-mail: bill.case@dgs.ca.gov

G. PARTICIPATING BIDDERS

Bidder's that want to participate in the procurement must submit a notification of intention to bid in accordance with **Section II, Rules Governing Competition**, Paragraph B.6., Bidder's Intention to Submit a Proposal, to receive additional information. Only those bidders expressing written interest in this RFP will receive additional correspondence regarding this procurement.

1. Letter of Intention to Bid

The letter of intention to bid (per **Exhibit I-B**) should identify the contact person for the solicitation process, plus include a phone and fax number. There is to be only one (1) single point of contact during the process. Information related to a bidder will only be given to the designated contact person. It shall be the bidder's responsibility to immediately notify the Procurement Division Official in writing regarding any revision to the information pertaining to the designated contact person. The state shall

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not be responsible for proposal correspondence not received by the bidder if the bidder fails to notify the state, in writing, about any change pertaining to the designated contact person.

The letter shall also identify the bidder's intention related to contract language. See **Appendix A** for instructions.

2. Statement of Financial Condition

The bidder must provide information regarding the bidding firm's finances to allow the state to determine the bidder's financial stability (per **Exhibit I-C, 2 pages**). This financial information shall include one (1) of the following:

- Financial Statement, or Annual Report, or 10K Report for the past three (3) years;
- Tax returns for the past three (3) years;
- Letter from the bidder's banking institution summarizing three (3) years of banking history;
- Statement from certified public accounting firm summarizing three (3) years of financial stability.

If the information submitted by the bidder, or available from other sources is insufficient to satisfy the state as to the bidder's contractual responsibility, the state may request additional information from other sources or reject the bid and select the bid from the next lowest responsive bidder. The state's determination of the bidder's responsibility, for the purposes of this RFP, shall be final.

NOTE: If any of the submitted information is identified by the bidder as confidential, it shall be treated as such by the state and returned upon request after the bidder's financial condition has been determined.

3. Confidentiality Statement

The bidder must submit a signed Confidentiality Statement (**Exhibit I-D**) with the letter of intention to bid. Failure to provide a Confidentiality Statement, signed by the bidder can cause disqualification from award consideration.

H. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

This procurement is being conducted in full compliance with the terms of the Americans with Disabilities Act (ADA). Refer to **Exhibit I-E**.

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I. NON-DISCRIMINATION TOWARD WTO GPA SIGNATORIES

This solicitation is subject to the requirements of the World Trade Organization (WTO) Government Procurement Agreement (GPA). All bidder's offering products or services of countries that are signatories to the WTO GPA and that have agreed to cover reciprocal subcentral coverage under the WTO GPA will be accorded non-discriminatory treatment in the award of contracts under this solicitation. These countries currently include Aruba, the member states of the European Union (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, and the United Kingdom), Hong Kong, Israel, Japan, Korea, Norway, Singapore and Switzerland.

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EXHIBIT I-A
KEY ACTION DATES

Step	Action	Date/Time
1.	Release of RFP	July 30, 2002
2.	Last day to submit: - Letter of intention to bid; - Statement of financial condition; - Confidentiality statement; - Proposed contract language (if any).	August 12, 2002
3.	Last day to submit questions for clarification of RFP	August 13, 2002
4.	Last day to request a change in the RFP ¹	August 20, 2002
5.	Last day to protest the RFP ²	August 27, 2002
6.	Submission of Draft Bid	September 9, 2002 2:00 p.m.
7.	Confidential discussions begin ³	September 30, 2002
8.	Notification of approved contract language	September 30, 2002
9.	Submission of Final Bid ⁴	October 31, 2002 2:00 p.m.
10.	Public cost opening ⁵	December 10, 2002 10:00 a.m.
11.	Notification of proposed award(s)	January 13, 2003
12.	Last day to protest proposed award ⁶	January 20, 2003
13.	Award and execute contract(s)	January 21, 2003

¹ Or five (5) days following last addendum that changes the requirements of the RFP. See **Section II B.4, Questions Regarding the IFB/RFP.**

² See **Section II-E.1, Protests.**

³ If discussions are necessary, the dates will be determined when the number of proposer's is known, and each proposer will be notified.

⁴ All dates after final submission are subject to change.

⁵ The public cost opening will be held at the Telecommunications Division office at 601 Sequoia Pacific Blvd., in Sacramento.

⁶ See **Section II-E.1, Protests.**

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EXHIBIT I-B
LETTER OF INTENT TO BID

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Reggie Banks
Department of General Services
Procurement Division
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

Reference: RFP DGS-2034 Telecommunications Consulting Services

This is to notify you that it is our present intent to do the following regarding the above referenced RFP (bidder shall specify):

- ☐ We intend to submit a proposal, and we have no concerns with the RFP requirements.
- ☐ We intend to submit a proposal, but we have one or more concerns with the RFP requirements for reasons stated in an attachment to this letter.
- ☐ We do not intend to submit a proposal for reasons stated in an attachment to this letter, and we have no concerns with the RFP requirements.
- ☐ We do not intend to submit a proposal because of one or more concerns with the RFP requirements for reasons stated in an attachment to this letter.

If we intend to bid, the individual to whom all further information regarding this RFP should be transmitted is:

Name and Title _____

Address _____

City, State, & Zip _____

Phone Number (____)_____ Fax Number (____)_____

E-Mail Address _____

We are enclosing with this letter, as requested, the following completed documents:

- Statement of Financial Condition
- Signed Confidentiality Statement

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EXHIBIT I-B
LETTER OF INTENT TO BID

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At this time we propose to submit qualifications for the following telecommunications Consulting Services Categories (Please mark appropriate categories):

1. <input type="checkbox"/> Voice – Local Area Network (LAN)	2. <input type="checkbox"/> Voice – Network Switched (WAN)
3. <input type="checkbox"/> Data – Local Area Network (LAN)	4. <input type="checkbox"/> Data – Network Switched (WAN)
5. <input type="checkbox"/> Video- Local Area Network (LAN)	6. <input type="checkbox"/> Video – Network Switched (WAN)
7. <input type="checkbox"/> Radio Systems – Terrestrial Microwave	8. <input type="checkbox"/> Radio Systems – Trunked Technology
9. <input type="checkbox"/> Radio Systems – Fixed Base and Mobile	10. <input type="checkbox"/> Evaluation of Evolving Technologies
11. <input type="checkbox"/> Strategic Planning	12. <input type="checkbox"/> Project Management
13. <input type="checkbox"/> Training	14. <input type="checkbox"/> Business Practices & Procedures
15. <input type="checkbox"/> Regulatory and Governmental Issues	16. <input type="checkbox"/> Public Safety – E9-1-1
17. <input type="checkbox"/> Electrical Engineering – Power Systems	18. <input type="checkbox"/> Structural Engineering

Regarding proposed contract language (bidder shall specify):

- ☐ We concur with the proposed contract language as presented in the RFP.
☐ We have questions or changes requested regarding the proposed contract language as stated in an attachment to this letter.

Sincerely,

Signature _____ Date _____

Printed Name and Title _____

Company _____

Phone Number (____) _____ Fax Number (____) _____

E-Mail Address _____

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EXHIBIT I-C
STATEMENT OF FINANCIAL CONDITION

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SUBMITTED BY: _____

NAME OF FIRM: _____

ADDRESS: _____

DATES OF FINANCIAL STATEMENTS: _____

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the state to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is to provide financial information to determine financial qualification. State policy and state and federal statutes authorize maintenance of this information.

Furnishing all information on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out.

The official responsible for maintaining the information contained in this form is:
REGGIE BANKS, Department of General Services, Procurement Division, 707 3rd
Street, 2nd Floor, West Sacramento, CA 95605

The state will treat all financial information provided as confidential when designated as such. This information will only be shared with state personnel involved in the evaluation. All financial data will be returned or destroyed if requested. Vendors may be required to provide additional financial data as part of the RFP.

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EXHIBIT I-C
REQUIREMENTS

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Attach Financial Statements for the last 3 years, accompanied by the following statement which has the title(s) and signature(s) of the individual(s) who (prepared/examined/reviewed) the statements:

“We have **(prepared/examined/reviewed)** the balance sheet of **(Bidder)** as of **(date)** and the related statements of income, retained earnings and changes in financial position for the year the ended.

In **(my/our)** opinion, the financial statements mentioned present fairly the financial position of **(Bidder)** as of **(date)** and the results of its operations and changes in its financial position for the year then ended, in conformity with generally accepted accounting principles applied on a consistent basis.”

Name of Company: _____

Address: _____

Signature(s) and Title: _____

Date: _____

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EXHIBIT I-D
CONFIDENTIALITY STATEMENT

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the state for the purpose of responding to **RFP DGS-2034** or in conjunction with any contract arising therefrom. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the state will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to so comply will subject this company to liability, both criminal and civil, including all damages to the state and third parties. I authorize the state to inspect and verify the above.

I warrant that if my company is awarded a contract, it will not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from the state that such third party has an agreement with the state similar in nature to this one.

(Signature of representative)

(Date)

(Typed name of representative)

(Typed name of company)

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EXHIBIT I-E

Procurement Division (State Department of General Services) AMERICANS WITH
DISABILITIES ACT (ADA) COMPLIANCE
POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of the Americans With Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodations for the Procurement process, please contact the Procurement Division at (916) 375-4400, the Procurement Division TTY/TDD (telephone device for the deaf) or California Relay Service numbers which are listed below. You may also contact directly the Procurement Division contact person that is handling this procurement.

IMPORTANT: To ensure that we can meet your need, it is best that we receive your requests at least 10 WORKING DAYS before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadline due-date for Procurement documents.

The Procurement Division TTY telephone numbers are:

Sacramento Office: (916) 376-1891

Fullerton Office: (714) 773-2093

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922 or 1-888-877-5379

TTY: 1-800-735-2929 or 1-888-877-5378

Speech to Speech: 1-800-854-7784